

PROGRESS REPORT

4TH QUARTER 1981

12TH JANUARY, 1982

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## COMMITTEES

1. Following the decision of the Board of Directors in October to change the working structure of INFOTAB, the four standing committees met to divide their programs into specific projects to assign to project teams or, in a few cases, to transfer to the Secretariat.

DCG met October 28/29; SAWP, November 5/6; EC Task Force, December 15; DAC, December 16. As the Middle East Group was not included in the restructuring, a summary of its activities is in a separate section of this report.

The newly formed Advisory Group met on November 5/6 to agree working procedures and division of SAWP program, and review the DCG's recommendations for project teams.

The Advisory Group will meet on January 14/15 to make final decisions on all current and newly-proposed projects.

Committee work in progress continued in the 4th quarter and is covered below under respective committee names. Future quarterly reports will highlight major progress achieved with specific projects.

### 2. SAWP

- 2.1 Papers from conference on Consumer Policy have been published and distribution to NMAs, selected reviewers and other interested parties is underway.
- 2.2 Presented project on long-term communications planning at NMA Workshop. Provided TAC with experience gained and methodology developed for consideration in planning U.K. communications campaign.

### 3. DCG

- 3.1 Major activity continuing into the 4th quarter was indirect contacts with missions to FAO in preparation for FAO Governing Board and Council meetings in November. Responses were positive. Follow-up contacts will be made in 1st quarter 1982. Tobacco was not on the agenda at the two meetings. Condensed version of EIU monograph on contribution of leaf growing in LDCs was used extensively.
- 3.2 Work progressed on preparation of economic impact model for LDCs. Second questionnaires called in from participating countries, with cut-off date of January 15, 1982. Prototype model to be designed for testing in 2nd quarter 1982.

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4. DAC

- 4.1 Presented Campaign Against Tobacco Advertising Censorship to NMAs at November Workshop, including "action pack". Secretariat sent follow-up questionnaire to obtain more detailed responses to campaign concept and materials. Three NMAs to meet with project consultants in first quarter 1982 for exploratory discussions on possible adaptation of program in their respective countries.

5. EC Task Force

- 5.1 Continued work on four approved projects, which are scheduled for completion respectively in 2nd, 3rd and 4th quarters of 1982. Further information may be obtained by members from the Secretariat.

SECRETARIAT

1. NMAs

- 1.1 The 1982 NMA Workshop was held on November 2-5 in Brussels. Representatives of industry groups from 25 countries attended, plus representatives from member companies and selected consultants. Participants completed a questionnaire evaluating the workshop, and a compilation of their responses was mailed to them. (A copy of the workshop program is enclosed with this report as Appendix A.)
- 1.2 The Association of Greek Tobacco Industries responded favorably end-December to the Secretary General's invitation to join the network of associations with whom INFOTAB is in contact. The Secretary General will visit the Greek association in the first quarter of 1982 to formalize the contact and brief the association on INFOTAB services and activities.
- 1.3 The Secretary General spoke at Tobacco Institute College of Tobacco Knowledge in November on international awareness of smoking issues and industry response.
- 1.4 Secretary General participated in November in one-day industry meetings on smoking issues in Brazil and Panama attended by member company and NMA representatives in South and Central America. Gave a presentation on the role of INFOTAB. Also visited Brazilian NMA.

2. Information Services

- 2.1 Since the beginning of October 1981, 27 mailings were sent out on relevant issues to appropriate industry

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people. Some 30 requests were handled. As examples, four were related to public smoking issues (airlines, trains, elevators, taxis), two to taxation issues and one involved the collection of material to substantiate the claim that advertising has no effect on overall cigarette sales. Information Release N° 4 was sent out to the present list of one hundred recipients.

- 2.2 Sent out EEC Reports Nos. 4 and 5 on developments in the Council, Commission and Parliament.
- 2.3 Established the files, keyworded and filed 600 papers manually. Started abstracting documents, ordered subscriptions.
- 2.4 Designed questionnaires/forms to send NMAs and member companies in 1st quarter to draw in information on priority subjects/issues.

### 3. Regional Coordinator - Middle East and Africa

- 3.1 Regional Coordinator continued induction program with visits to the Tobacco Institute (U.S.A.); R.J. Reynolds in Winston Salem and Geneva; Philip Morris in New York; BAT in Woking, London and Athens; and Rothmans International in London. Met with personnel involved in INFOTAB matters and line managers responsible for the Middle East and Africa. Also visited Council of Malaysian Tobacco Manufacturers for briefing on establishment and operation of a recently formed NMA in the developing world and one which has developed a high reputation.
- 3.2 Centralized and disseminated information to Middle East Working Group on developments in Egypt.
- 3.3 Attended meeting of ad hoc West Africa Working Group as an observer.
- 3.4 Organized monitoring of UICC workshop in Kuwait, November 22-25, including on-site briefing of monitoring service. Report to be mailed to member companies in January.
- 3.5 Took on assignment of project team leader for design and testing of economic impact model for developing countries and joined project team assigned with follow-up on EIU leaf study. Met with and briefed consultant on former and attended project team meeting of latter.

(A situation report on the Middle East and Africa is enclosed as Appendix B.)

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4. Personnel

- 4.1 Hired Senior Analyst, R. Corradini, November 2; Receptionist/Typist, H. Fox, December 2; M. Levitt, Junior Secretary, left INFOTAB December 31 for higher level job closer to home.
- 4.2 As part of orientation program, professional staff of Information Services and Regional Coordinator attended NMA Workshop and TI College of Tobacco Knowledge in November. IS staff also visited TI office and Shook, Hardy & Bacon. Director of Information Services visited Tobacco Merchants Association in U.S. for briefing on their documentation center.

5. Administration

- 5.1 Moved to 7th floor in two stages (mid-November, mid-December).
- 5.2 Following completion of formalities, the Secretariat can now receive registered mail.
- 5.3 Revised INFOTAB Charter and minutes of General Meetings sent to Swiss and Belgian law firms; the latter to handle publication in "Moniteur Belge", as required.
- 5.4 INFOTAB bank account to be transferred in January to Algemene Bank Nederland to obtain more favorable exchange and interest rates.
- 5.5 Subscribed to low-cost supplementary medical insurance program for all employees.
- 5.6 National tax authorities are evaluating INFOTAB's status with regard to qualification for special 30% income tax deduction for foreign employees in managerial positions. Evaluation prompted by review of previous Secretary General's tax declaration.

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